

on the Record, Online

News about South Carolina's state and local government records management
from the South Carolina Department of Archives & History

Volume 4 ♦ Number 3 ♦ May, 2006

For publications and further information about our services to
state and local governments, check our **WEB** page.



Records Center manager David McKeown leads a tour through the facility during the Records Management Conference.

Another Records Management Conference Success

The Archives second annual Records Management Conference on April 25 was another success, exceeding the attendance at the 2005 event. In all, over 150 state agency and local government representatives attended sessions on basic records management practices and procedures, the management of electronic records, digital imaging, microfilm best practices, and an all-day workshop on disaster planning and recovery. Many of the attendees also took tours of the SC Archives and History Center and the State Records Center. The conference photo gallery is [on-line](#).

Awards

The SC State Historical Records Advisory Board's (SC SHRAB) 2006 awards were presented at the annual meeting of the South Caroliniana Society on April 29 in Columbia to the following individuals:

Governor's Archives Award: *Alexia Jones*

Helsley, for her outstanding service in promoting the wider use of South Carolina's documentary heritage

Award of Merit: *Nancy Phelps*, for her exemplary contributions to the preservation of and access to the archives of the City of Charleston

Award of Merit: *Michael Hughey*, for his commitment to the preservation of Clemson University's heritage through the active and effective support of its records management, archives, and museum collection programs



City of Charleston Records Manager Nancy Phelps received a SC SHRAB award for her success in preserving and making more accessible the city's historical records.

Details about these awards are available at
<http://www.state.sc.us/scdah/shrab/2006awardspresent.htm>.



Archives Director Rodger E. Stroup and DSS Director Kim Aydlette sign the new DSS records retention schedule.

DSS: First State Agency Retention Schedule Approved Under New Process

The SC Department of Social Services (DSS) recently became the first state agency to approve a records retention schedule under a new process established by the SC Department of Archives and History (SCDAH). DSS Director Kim Aydlette and SCDAH Director Rodger Stroup formally

approved the retention schedule document at a signing ceremony held in the DSS boardroom on March 6. The occasion also marked the first time a state agency retention schedule has been made accessible from the SCDAH web site. The new process, developed as part of a grant project funded by the National Historical Publications and Records Commission (NHPRC), the grant-making branch of the National Archives, incorporates an approach to appraising and scheduling state government records that is a departure from the Archives' traditional practice. DSS, the Judicial Department (see article in the [last issue of *On the Record*](#)) and one additional agency (to be selected) are the pilot agencies, but eventually all agencies will be using the new process.

Under the new records appraisal and scheduling process, SCDAH staff works in collaboration with state agency staff to conduct a comprehensive review of agency functions and activities. Then, several new appraisal tools are applied to determine which of those functions and activities and their associated records are significant enough to document for permanent (i.e., archival) preservation. Once the permanent records are identified, all the others are assigned retention periods based on the business needs of the agency and any associated administrative, legal, or fiscal value. The resulting retention schedule covers records in all formats from paper to electronic and can easily be amended to add new records or to expand or reduce retention periods to accommodate changing business needs. In addition to record retention periods, the new schedules also include implementation requirements and recommendations for improving the management of agency records and systems.

A great many staff at DSS assisted with this project, but the special mention must be made of the support provided by deputy director Wendell Price and assistant director for support services, Karl Long.

The DSS "Functional Analysis and Records Retention Schedule" can be viewed (and downloaded) at <http://www.state.sc.us/scdah/newprocess.htm>.

New SCDAH Preservation Officer

Heather South recently joined the Archives as the Department Preservation Officer. She had previously been a staff archivist with the York County Culture and Heritage Museums. Heather is in charge of all the Archives' conservation and preservation activities, including disaster planning/response. She may be contacted at 803.896.6112 or southh@scdah.state.sc.us.



Disaster Planning

The Archives is upgrading its disaster planning and response capabilities to not only deal with the SC Archives and History Center and the State Records Center situations but to better respond statewide. Archives staff recently attended a two-day Hurricane Conference in Morrow, Georgia. Nine Southeastern state archives, other national organizations and federal agencies, including the National Archives and the Federal Emergency Management Agency, shared experiences, began to prepare for the coming hurricane season, and discussed emergency planning. The states are now working on assessments and preparedness documents as follow-up to the conference. For stories on the conference, see: <http://www.macon.com/mld/macon/news/politics/14379962.htm> and <http://www.disasternews.net/news/news.php?articleid=3139#more>. Information about disaster planning and recovery is available on the Archives' website at <http://www.state.sc.us/scdah/disaster.htm>.

State & Local Government Records Planning



Nathan Strong of the B & CB Office of Human Resources facilitated a March 31, 2006, local government records focus group at the SC Archives and History Center.

The Archives is now engaged in developing a new strategic plan (the current plan is [on-line](#)). A great deal of information-gathering is now underway to support the planning process, including staff studies, focus

group sessions of Archives patrons and clients, and various surveys of state agency and local government personnel. The Archives' new strategic plan should be completed by the fall.

Civil War Letters Case

The latest developments regarding the ongoing attempt by the SCDAH to recover Civil War era Governors' correspondence are available at <http://www.state.sc.us/scdah/court.htm>.

News from the Wider World

"Partnering for Preservation" *Can governments come up with plans to preserve digital information for future generations? Yes, but CIOs must be on board to make it happen.*

Includes mention of South Carolina Archives and CIO partnership in the sidebar

"Preservation at its Best" *Public CIO*, April 2006

<http://www.public-cio.com/story.php?id=2006.04.07-99093>

OMB: Federal Enterprise Architecture RM Profile, *Government Computer News*

http://www.gcn.com/vol1_no1/daily-updates/37969-1.html

DoD First to Transfer Digital Records to National Archives

http://www.defenselink.mil/news/Jan2006/20060123_3987.html

A Final Word

This is yet another busy year for all of us. In this issue, you can see the changes in the way the Archives does its business most evident by our new records scheduling process tested at DSS (and the first ever online agency records schedule) and our efforts to upgrade and expand disaster planning and response capabilities statewide. There will be other developments that I will be reporting on in future issues of this newsletter. To ensure that such developments meet your needs, be sure to participate in the Archives' online surveys for state agencies and local governments when you are contacted in the next month or so. Your input is very important for our planning process and our future services to you.

As always, if you have any comments or questions about the Archives' records program, please feel free to contact me.

Roy H. Tryon, CA, CRM

State Archivist and Records Administrator



Links

RM Conference Photo Gallery

www.palmettohistory.org/2006rmconf/index.html

SC SHRAB 2006 Awards

<http://www.state.sc.us/scdah/shrab/2006awardspresent.htm>

National Historical Publications and Records Commission

<http://www.archives.gov/nhprc/>

January 2006, *On the Record*, On-line

<http://www.state.sc.us/scdah/OTRv4n2.pdf>

Functional Analysis and Records Retention Schedule

<http://www.state.sc.us/scdah/newprocess.htm>

Disaster Planning

<http://www.macon.com/mld/macon/news/politics/14379962.htm>

<http://www.disasternews.net/news/news.php?articleid=3139#>

<http://www.state.sc.us/scdah/disaster.htm>

Current SCDAH strategic plan

<http://www.state.sc.us/scdah/stratplan200104.htm>

Civil War Letters Case

<http://www.state.sc.us/scdah/court.htm>

News from the Wider World

Federal Enterprise Architecture RM Profile

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“Patterning for Preservation”

<http://www.public-cio.com/story.php?id=2006.04.07-99093>

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